

SENTENCE ENFORCEMENT SPECIALIST
TEMPORARY WORK/COURT

POSITION VISION:

Performs a variety of work pertaining to the enforcement of sentences adjudicated by a Judge or Hearing Officer. Responsible for performing research and evaluation of statistical data and provide complex and detailed reports requested by Presiding Judge and/or court administration. Develops and presents recommendations to judicial and non-judicial staff of effect and efficient enforcement methods. Will act in as a liaison with other courts and enforcement and citizens. Assists in better delivery of services to the citizens.

ESSENTIAL FUNCTIONS:

- ~ Identifies, researches, and takes appropriate action on cases requiring attention pertaining to sentence compliance/enforcement.
- ~ Gathers data pertaining to case flow management and seeks out innovative ways to increase the efficiency and improve compliance processes.
- ~ Demonstrates ability to prepare complex reports using Crystal reports.
- ~ Demonstrates ability to develop, implement and monitor procedures and processes pertaining to compliance matters.
- ~ Demonstrates ability to work the judicial and non-judicial staff and communicates effectively with all those encountered in the course of work.
- ~ Demonstrates flexibility and ability to change based on managerial philosophy changes and/or operational need changes.
- ~ Demonstrates respect for the customer.
- ~ Ability to listen and communicate effectively with a diverse group of people.
- ~ Supports other staff members and is a team player by helping other personnel with their job duties.
- ~ Performing related duties as assigned.

QUALIFICATIONS:

Any combination of training, education and experience equivalent to a minimum of two years responsible experience with customer service, court, or closely related criminal justice systems activity. In addition, at least two years experience in a supervisory capacity is required. Must possess, demonstrate, and share a good understanding of the roles and responsibilities of Court clerical staff. Must have demonstrated ability to learn, and empower staff. Must possess excellent written and oral communication skills. Must be experienced and proficient in using a personal computer, a variety of software, and other office equipment essential to performing daily activities. Must personify leadership and promote shared responsibility, teamwork, mission and vision, and continuous improvement. Ability to work under stressful situations dealing with angry and upset customers; exercise initiative in setting work priorities; work independently; comprehend and make inferences from written material and verbal and/or written instructions; follow complex oral and written; meet and deal effectively and courteously with all encounter during the course of work; establish and maintain effective working relationships with co-workers, supervisors and the general public. Must be able to communicate information concerning City ordinances, policies and procedures; make complex arithmetic computations; prepare statistical

reports; and operate a variety of standard office equipment. Must be committed to teamwork, have a shared commitment to quality in everyday work and demonstrate the willingness to assume ownership in completion of assigned tasks.

STATUS: Temporary

DEPARTMENT: City Court